

Preparing a SUD Agency for Medicaid Billing Through WITS

Change Your Agency Address Type to Agency Billing

1. **Getting here:** Login, on the Navigation Pane (left menu) select **Agency** to activate the Agency List menu.
2. Go to **Agency Profile, Addresses/Phone**. Click on **Review** in the Actions column.
3. Change the **Agency Type** to Agency Billing.
4. Click Finish.

Home Page

Agency ▼

Agency List ▼

Agency Profile ▼

Addresses/Phone

Aliases

Contacts

Addresses

Add Address

Address Type	Address	Phone	Updated	Actions
Agency Billing	8100 W Emerald Suite 150 Boise, ID 83704	office (208) 375-0752	9/30/2013	Review Delete

This screenshot shows the 'Address Information' and 'Phone Numbers' forms. A red arrow points to the 'Agency Billing' dropdown menu in the 'Address Type' field, labeled with a red circle containing the number 3. Another red arrow points from the 'Finish' button to the 'Finish' button, labeled with a red circle containing the number 4.

Address Information

Address Type: Agency Billing Confidential: No

Address Line 1: 8100 W Emerald Suite 150

Address Line 2:

City: Boise State: ID Zip: 83704

Phone Numbers

Type	Number	Actions
office	(208) 375-0752	Review Delete

[Cancel](#) [Finish](#)

Insert Your Agency Tax ID in the Payor Plan for Medicaid OPTUM

1. **Getting here:** Login, on the Navigation Pane (left menu) select **Agency** to activate the Agency List menu.

NOTE: Click on the **Billing Form** header column to cause the **837P Medicaid – Optum** plan to fall to the top.

2. Choose **Agency Plan Profile** from the navigation panel.
3. Insert your agency tax ID number in the **Submitter ETIN**, **Application Sender #**, and **Interchange Sender #** field.
4. Click **Save** and click **Finish**.

System Usage

Drug Screening ▶

Billing ▼

Invoicing

Claim Item List

Claim Batch List

Encounter List

EOB Transaction List

Payment List ▶

Billing Transaction List

Client Balance

Cost Center

Payor Plan List ▼

Payor Plan Profile

Group List

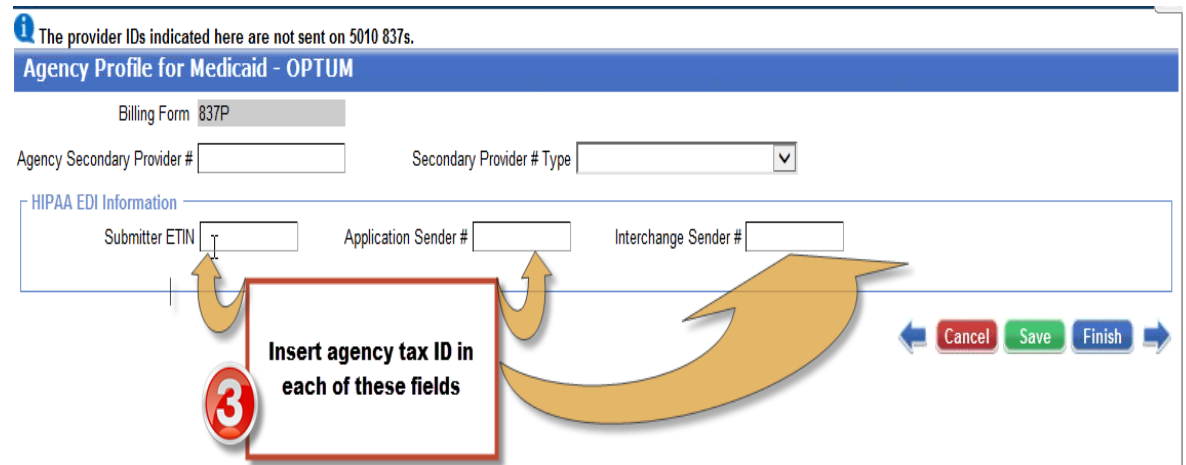
Agency Plan Profile

Facility Plan Profile

Payor Plan List

Add New Payor Plan

Company	Plan Name	CH Agency	Plan Type	HIPAA Payor ID	Billing Form	Actions
DHWA-Optum	Medicaid - OPTUM		Medicaid	9080111864	837P	Profile Delete
CHVACO	CHAMPVA Center, PO Box 65024, Denver, CO 80206-5024		Group Insurance		Invoice	Profile Delete
PRMUUT	Principal Financial, PO Box 57700, Salt Lake City, UT 84157		Group Insurance		Invoice	Profile Delete
P5EHUT	CHS, PO Box 9554, Salt Lake City, UT 84109-9554		Group Insurance		Invoice	Profile Delete
WMACOR	Wal-Mart Benefits, 922 W Walnut, Suite A, Rogers, AR 72756-3206		Group Insurance		Invoice	Profile Delete
PRMUUC	Principal Financial, PO Box 39710, Colorado Springs, CO 80949		Group Insurance		Invoice	Profile Delete
RIVEID	Riverside Benefits Admin., PO Box 5429, Boise, ID 83705-0429		Group Insurance		Invoice	Profile Delete
NGSAMI	NGS American Inc., PO Box 7676, St Clair Shores, MI 48080-7676		Group Insurance		Invoice	Profile Delete



The provider IDs indicated here are not sent on 5010 837s.

Agency Profile for Medicaid - OPTUM

Billing Form: 837P

Agency Secondary Provider # Secondary Provider # Type

HIPAA EDI Information

Submitter ETIN Application Sender # Interchange Sender #

Insert agency tax ID in each of these fields

Enter National Provider ID and Federal Tax ID on Agency Profile

- Getting here: Click on Agency, Agency List, Agency Profile. Enter the **National Provider ID** and **Federal Tax ID** to the corresponding fields.

Enter Agency EDI Contact

- Getting here: Click on **Contacts**. Click on **Add Contact**.
- Select the **Staff**.
- Select Agency EDI Contact in the **Contact Type** field.

- Select Active in the **Status** field.

- Click **Save** and click **Finish**.

NOTE: The Staff Profile of the user must contain a phone number and email address.

The screenshot shows the 'Agency Profile' form. A red circle highlights the 'National Provider ID' and 'Federal Tax ID' fields, with a red arrow pointing to them from a callout box. The callout box contains the text: 'Agencies must enter their National Provider ID and Federal Tax ID'. A red circle with the number '5' is also present next to the callout box.

Agency Profile

Agency Name: D Williams Agency
 Display Name: D Williams Agency
 DBA:
 Agency Type: Substance Abuse Outpatient Treatment
 Inactive Date:
 Consumer Rep Met:
 URL:
 GAIN Agency ID: ID20081001
 CAFAS Agency ID:
 Comments:
 Pseudo Agency: No

Agency Features

Finding:
 Reporting:
 Contract Management:
 Service Provider:
 Contract Status:
 National Provider ID: 496123785
 Federal Tax ID: 00-0000000
 State Business ID:
 Contractor/Location:
 Country: ADA
 Geo Code:
 Agency Faith Based: No

Selected Agency Features

Domains: Mental Health, Children's Mental Health
 Selected Domains: Substance Abuse, ATR

Buttons: Cancel, Save, Finish, Search

The screenshot shows the 'Contacts for D Williams Agency' form. A table lists contact types. Below the table, the 'Add Contact' button is highlighted. Red circles with numbers 6, 7, 8, and 9 are placed around the form, with red arrows pointing to the 'Add Contact' button, the 'Staff' dropdown, the 'Contact Type' dropdown, and the 'Status' dropdown respectively.

Contacts for D Williams Agency

Contact Type	Name	Status	Created	Effective	Actions

Buttons: Cancel, Save, Finish

Enter Staff National Provider ID on Staff Profiles

1. Getting here: Click on Agency and Staff List.
2. Click Go.
3. Locate staff and click Review in the Actions column.
4. Enter National Provider ID on the Staff Profile.

NOTE: Please see instruction on Adding Clinical Supervisor to Encounters Quick Start Guide for all staff who do not have a National Provider ID number.

Register for an Account on Connectivity Director

5. Register for an account with Connectivity Director at <https://www.unitedhealthcarecd.com>.

NOTE: Please see separate instruction on registering for a Connectivity Director account.

Agency Staff Search

Home Page
Agency
Agency List
Facility List
Staff List
Staff Profile
Contact Info
Staff Assignment
Staff Language
Staff Qualifications
Account Information
Other Identifiers
Staff System Usage
Staff-Plan Profile
Tx Team Groups
System Usage
Billing
Contract Management

Agency: D Williams Agency
First Name:
Access Category:
User ID:
Staff Active Indicator: Active
Last Name:
Clear Go

Agency Staff List

Last Name	First Name	Agency	Email	Has System Access	# Days Since Last Login	Reset Logon	Actions
Williams	Dennis	D Williams Agency	williamsd@dhw.idaho.gov	Yes	47	Reset Credentials	Review
Training	Bridgeway Health Services	D Williams Agency	lesliekm@gmail.com	Yes		Reset Credentials	Review
Training	Riverside 2	D Williams Agency	riversiderecover@cableone.net	Yes	236	Reset Credentials	Review

Staff Profile

First Name: Dennis Middle: Last: Williams
Prof. Credentials: Gender: Male DOB:
Taxonomy
Category: Sub-Category: Specialty:
Email: williamsd@dhw.idaho.gov
Social Security:
National Provider ID: 12345678
Title:
Start Date: 1/1/2012 End Date:
Dev Plan Date: Perf Rev:
Last TB Test Date:
Policies & Procedures Manual Reviewed? Yes
Required Background Checks Completed? Yes
Staff Type: Clinical Supervisor
Clinical Supervisor:
Manager Name: Williams, Dennis
Employment Type:
Comments:
Background Check Outcomes Acceptable? Yes
Last Performance Appraisal Process Participation? Yes
willed 3/21/2014 6:07 PM Cancel Save Finish